

Library Sub-Grant Proposal

Coronavirus Capital Projects Fund

APPLICATION QUESTIONS

Use Code 1C Questionnaire

Program ID (from Allocation Table):

Program Title: **Library Multi-Purpose Community Facility sub-grant program**

How will the Recipient implement the Program? **Competitive sub-grant program**

Does the Recipient represent and commit that the Capital Projects will provide services or activities that directly enable work, education, and health monitoring for at least five years from the completion of the Project? **yes** no

Will CPF grant funds for this program be used to cover costs incurred after March 15, 2021, but prior to execution of the Grant Agreement? yes **no**

•If yes, you must provide the information requested under the Pre-Award Cost Annex.

Program Narrative

Program Summary

Program description:

Libraries are multi-purpose community facilities that provide public access to the internet and public computers used frequently for health, education, and workforce resources and opportunities. They provide resources equitably to every Wyoming resident and engage with their communities to determine and fulfill local needs.

This program will increase public access to free computer, technology, and internet resources through construction of and improvements to library buildings.

Wyoming residents use libraries for free internet computer access, allowing them to fully participate in a digital society. In FY19, the last fiscal year before the pandemic, computers in Wyoming public libraries were used more than half a million times. A study published in 2010 by the Institute of Museum of Library Services, "Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries," revealed that among users:

- 42% accessed library computers for education purposes.
- 40% accessed library computers for employment purposes.
- 37% accessed library computers for health and wellness purposes.

The COVID-19 pandemic accelerated the migration of vital services online, including in the areas of telehealth, teleworking, and distance education. This has created needs for new or improved library facilities that can provide:

- Appropriately designed spaces for Wyoming residents to access computer and internet resources for work, education, and health monitoring needs.
- Adequate technology and connectivity for meeting these three needs.
- A safe environment designed to minimize the spread of communicable disease.

This program will provide funding for library building construction or improvements through a competitive sub-grant program to eligible libraries.

Program objectives:

Through library construction and improvements, Wyoming residents will have:

- Improved ability to engage in employment activities through free access to computers, technology, and internet in a safe and appropriately designed environment.
- Improved ability to engage in educational activities through free access to computers, technology, and internet in a safe and appropriately designed environment.
- Improved ability to engage in health monitoring activities through free access to computers, technology, and internet in a safe and appropriately designed environment.

Target capital assets:

Target assets are public, community college, and university library buildings located within the borders of Wyoming.

Program history:

Not applicable.

Program approach:

Sub-grants for library construction and improvements will be awarded through a competitive application process. Sub-grants will be made for the costs of repair, rehabilitation, construction, improvement, and acquisition of real property, equipment, and facilities. Planning, indirect costs, and retroactive projects will not be eligible.

Application procedures and forms, guidance for subrecipients, selection criteria, reviewer rubrics, and evaluation and reporting requirements will be developed in cooperation with the Governor's Office and Wyoming Department of Transportation.

A committee created by the Governor's Office will review and approve grants based on compliance with federal guidelines, demonstrated community need, anticipated impact, and ability to move forward in a timely fashion.

Project eligibility:

Eligible entities:

- Public libraries governed by Wyoming Statute 18-7-101 to 18-7-106.

- Publicly funded, accredited community colleges and universities located within the borders of Wyoming.

Eligible projects are library facility construction or improvements that:

- Provide improved access to technology and the internet for the purpose of directly and jointly enabling work, education, and health monitoring.
 - Enabling work may include providing or improving facilities for the purposes of telework, digital skills improvement, resume creation, job searches, job applications, preparation for professional examinations, or other activities as determined by community need and in compliance with the guidance.
 - Enabling education may include distance education, digital skills improvement, homework completion, research of or applications to college or certificate programs, financial aid applications, or other activities as determined by community need and in compliance with the guidance.
 - Enabling health monitoring may include telehealth appointments, access to health care provider digital portals, access to online health information, digital skills improvement, or other activities as determined by community need and in compliance with the guidance.
- Address critical community needs as demonstrated through a needs assessment or other method that takes into account available data, community input, or other relevant information.
- Respond to needs that were created, revealed, or exacerbated by the COVID-19 pandemic.
- Provide equitable resources and opportunities, taking into consideration individuals and populations who may experience disproportionately poor work, education, and health outcomes.
- Are open for general public use at no cost.
- Comply with all federal guidance and requirements under the Coronavirus Capital Projects Fund.

Timeline and milestones:

Timeline:

- October 1, 2022 to November 15, 2022 – development of grant applications, guidance, selection criteria, reviewer rubrics, and evaluation and reporting requirements.
- December 1, 2022 – grant application period opens. Eligible applicants will be notified of funding opportunity.
- February 1, 2023 – grant application deadline.
- February 28, 2023 – all awards selected and approved and applicants notified.
- By March 1, 2024 – construction begins on all subrecipient projects.
- By June 30, 2026 – all subrecipient funds are expended and projects reach substantial completion and are in public use.

Annual milestones:

- 2023: All sub-grants awarded and approved.

- 2024: Construction begins on all projects.
- 2025: Ongoing monitoring and collection of final reports from any completed projects.
- 2026: All funds expended and all subrecipient projects reach substantial completion.

Projected timeline and milestones may be adjusted based on the date of funding and to address project management and oversight requirements.

Program guidance:

The Wyoming State Library and Wyoming Department of Transportation, in consultation with the Governor's Office, Attorney General's Office, and any other relevant state agencies will develop grant applications, guidance, selection criteria, reviewer rubrics, and evaluation and reporting requirements. A committee created by the Wyoming Governors' Office will review and approve grants based on guidance, selection criteria, and rubrics.

Eligibility

How will the program directly enable work, as defined in the Guidance.

Wyoming residents will have increased access to library computers, technology, internet, individual or small group spaces, and meeting spaces to facilitate work-related needs such as teleworking, searching for and applying for jobs, developing resumes, and obtaining job-related training. A study published by the Institute of Museum and Library Services in 2010, "Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries," revealed that 40% of public library computer users accessed them for employment-related purposes.

Applicants will demonstrate the capacity to offer programs related to employment, searching for employment, and/or developing the requisite skills and knowledge to become employed. An annual summary of activities will be due to the Wyoming State Library at the conclusion of the applicant's fiscal year through 2031.

How will the program directly enable education, as defined in the Guidance?

Wyoming residents will have increased access to library computers, technology, internet, individual or small group spaces, and meeting spaces to facilitate educational needs such as distance education, completing school work, researching and applying for GED, college, or certificate programs, and applying for financial aid. The "Opportunity for All" study revealed that 42% of public library computer users accessed them for educational purposes.

Applicants will demonstrate the capacity to offer programs related to acquiring knowledge and/or skills for education or professional development. An annual summary of activities will be due to the Wyoming State Library at the conclusion of the applicant's fiscal year through 2031.

How will the program directly enable health monitoring, as defined in the Guidance?

Wyoming residents will have increased access to library computers, technology, internet, individual or small group spaces, and meeting spaces to facilitate health monitoring needs such as telehealth appointments, access to health provider portals, locating health care providers, and researching medical conditions, treatments, and procedures. The "Opportunity for All" study revealed that 37% of public library computer users accessed them for health and wellness purposes.

Applicants will demonstrate the capacity to offer programs related to monitoring physical/behavioral health and/or accessing health information. An annual summary of activities will be due to the Wyoming State Library at the conclusion of the applicant's fiscal year through 2031.

Explain why the communities identified to be served by the Multi-Purpose Community Facilities Projects have a critical need for those projects.

Wyoming residents use libraries for free internet computer access, allowing them to fully participate in a digital society. In FY19, the last fiscal year before the pandemic, computers in

Wyoming public libraries were used more than half a million times. The COVID-19 pandemic accelerated the migration of vital services online, including in the areas of telehealth, telework, and distance education. In addition, libraries face new space and ventilation issues to minimize the spread of communicable diseases.

To reflect critical need, applicants will submit rationale that includes federal and/or state collected data, interviews with community members and business owners, reports from community organizations, documentation of existing facilities providing similar or identical services to those the project is intended to provide, and/or other information they deem relevant.

What quantitative and qualitative data informed this Program Plan?

The Wyoming State Librarian is in continual communication with the directors of eligible libraries on issues concerning their community needs and available resources. Annually, the Wyoming State Library collects statistical data from all Wyoming public libraries and reports it to the Institute of Museum and Library Services. The data collected has informed this program plan.

How has, or how will, the Recipient identify communities with critical needs?

Eligible applicants will conduct and submit their own needs assessments based on local data collection and community engagement. The state's system of 23 county public libraries ensures that every Wyoming resident has equitable access to library technology and the internet.

Program Administration

Describe the Recipient's approach for ensuring compliance with award requirements, including subrecipient monitoring.

The Wyoming State Library will coordinate with the Wyoming Department of Transportation to ensure compliance with award requirements. The application procedure, guidance, selection criteria, reviewer rubrics, and reporting and evaluation requirements will be developed in compliance with the Guidance for the Coronavirus Capital Projects Fund and with the Code of Federal Regulations.

The State Library will provide technical assistance and consulting on application procedures, community engagement, eligible projects, eligible expenditures, reporting requirements, and other programmatic topics to applicant libraries to ensure submitted projects are in compliance. The State Librarian and other staff will remain in continual communication with subrecipients to assist them in resolving any noncompliance issues that may arise.

The Wyoming Department of Transportation will oversee building construction and provide technical assistance as needed on the repair, rehabilitation, construction, and improvement of facilities; acquisition of real property, leases, and related; and permitting, planning, architectural design, engineering design, and work related to environmental, historical, and cultural reviews.

Any interim reports required by either agency will be reviewed for items that may need to be corrected.

How will you incorporate participation of and engagement with the communities with critical needs in order to shape Program implementation and operations?

Under these guidelines, 32 library systems are eligible to apply for funding, and it is anticipated that not all will receive funding. The Wyoming State Librarian will be in continual communication with the directors of eligible, applicant, and subrecipient libraries as the program is implemented and operated. Technical assistance and limited consulting will be made available by the State Library and Wyoming Department of Transportation as needed.

Subrecipient libraries will be required to engage with their communities as projects progress. The Wyoming State Library will provide technical assistance to libraries in need of assistance with community surveys or other means of outreach. Consulting will be offered to assist libraries in reaching diverse populations in their service areas, including those traditionally underserved or who have historically had disproportionately poor outcomes in the areas of work, education, and health.

Budget

PROGRAM BUDGET						
Program Administrative Costs						
	2021	2022	2023	2024	2025	2026
2a. Administering the CPF funds (by the Recipient)						
2b. Technical assistance to potential subrecipients						
2c. Complying with grant administration and audit requirements						
2d. Community Engagement						
2e.						
2f.						
2g.						
2. Total Program Administrative Costs						

Project Costs						
3a. Recipient Project Costs						
3b. Subgrant Project Costs						
3b.iii. Repair, rehabilitation, construction, and improvement of facilities			\$1,470,000	\$2,940,000	\$2,940,000	\$1,470,000
3b.iv. Acquisition of real property, leases, and related			\$630,000	\$1,260,000	\$630,000	
3b.v. Permitting, planning, architectural design, engineering design, and work related to environmental, historical, and cultural reviews			\$630,000	\$630,000		
3a.vi.						
3a.vii.						
3a.viii.						
3a.ix.						
3. Total Project Costs			\$2,730,000	\$4,830,000	\$3,570,000	\$1,470,000

3b.iii. Repair, rehabilitation, construction, and improvement of facilities.
\$8,820,000 if funded at \$12.6 million, or 70% of final funding amount for the program.

3b.iv. Acquisition of real property, leases, and related
\$2,520,000 if funded at \$12.6 million, or 20% of final funding amount for the program.

3. b.v. Permitting, planning, architectural design, engineering design, and work related to environmental, historical, and cultural reviews.
\$1,260,000 if funded at \$12.6 million, or 10% of final funding amount for the program.

Line item funding and timing of funding are estimated and are subject to change, based on sub-grants awarded.